

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: 09/27/19
PREPARED BY: Terry Tieman	
SUBJECT: Budget Revision for Lifeguard Budget	
REFERENCE: Emily Ruppert 2019 Surf Rescue Challenge	
RELATED PROJECT:	
REVIEWED BY:	
EXHIBITS:	
EXPENDITURE REQUIRED: \$910	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Beach Committee Account	
TIMETABLE:	
RECOMMENDED ACTION: Authorize the transfer of \$910 from the Beach Committee Account to the General Fund. Revise the Lifeguard budget by increasing Line item 01-6150-2060 Lifeguard Professional Development from \$1,000 to \$1,910.	

BACKGROUND AND ANALYSIS

Fenwick Island Beach Patrol guard, Emily Ruppert is the 2019 National Champion in Beach Flags. Hence, she is eligible to compete in the International Surf Rescue Challenge in Durban South Africa on September 28 – October 2. More information is available at : <https://www.ilsf.org/event/2019-international-surf-rescue-challenge-isrc/> .

Emily has committed to compete in this event and has already purchased her airfare to South Africa (over \$400.00 one way). Emily thinks the whole cost will total to about \$1,800. She has been looking for donations to help with the expenses with a Go Fund Me page. So far, she has raised \$890.00. We would like to support Emily by paying the remaining cost out of the Beach Committee Account.

Because the competition takes place on September 28, and the Council meeting is on September 27, I authorized the expenditure from the FIBP of \$910 to cover Emily's competition costs. This action was done with approval of the Beach Committee Chair, Becca McWilliams and Council was informed of this action by email on September 13, 2019. This action is consistent with past funding of competition expenses from the Beach Committee Account. Current balance is the Beach Committee Account is \$16,780.

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: 09/27/19
PREPARED BY: Terry Tieman	
SUBJECT: Contractual Work for Property Management Code (IPMC)	
REFERENCE: Property Maintenance	
RELATED PROJECT:	
REVIEWED BY: Terry Tieman	
EXHIBITS:	
EXPENDITURE REQUIRED: \$3,000	AMOUNT BUDGETED: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Budget Revision to CIP Valve Replacement Program	
RECOMMENDED ACTION: Transfer \$3,000 from the Valve Replacement Project to Property Maintenance Project	

BACKGROUND AND ANALYSIS

After discussions with the Police Chief, the Building Official, and the Charter and Ordinance Chair, Bill Weistling, we believe our current property maintenance code needs to be updated and revised. Currently our code does not empower the Building Official to enforce the property maintenance code without intervention from the Police Department. We believe that the code needs to be improved in this and other areas so that property and building maintenance in Fenwick Island can be improved. We would like to adopt the standard in the industry – The International Property Maintenance Code (IPMC).

The International Property Maintenance Code (IPMC) is a model code that regulates the minimum maintenance requirements for existing property and buildings. The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. David Naples is the owner of CSi, LLC and an ICC Certified Master Code Professional. CSi, LLC offers the following proposal:

1. CSi, LLC offers to provide any and all such necessary documentation and recommendation, on an as-needed/as-requested basis, to the Town of Fenwick Island, DE for the purpose of adopting and enforcing the most appropriate edition of the **International Property Maintenance Code (IPMC)**.
 - a. This item is offered in a “not to exceed” format of **25 hours** of billable time (\$2,250) for delivery of the following:
 - i. Review and recommendation of revisions to the Town Code for the adoption of the IPMC;
 - ii. Review and recommendation of the most appropriate edition of the IPMC;
 - iii. Recommendation of any code language modification within the IPMC that is deemed to be in the best interest of the Town of Fenwick Island, DE; (example: monetary fine amount(s));
 - iv. Any requested modifications of the initial proposal may incur additional cost should the above noted 25 billable hours be exhausted.

2. CSi, LLC offers to provide all such services in consideration of the professional services rate of **\$90** per hour.

We are asking for approximately \$3,000 to be transferred from the valve replacement project to this project for any additional expenses to include legal review. After analysis by the Public Works Manager, Mike Locke, we believe we are able to replace needed valves without the \$3,000.